NES
QUICK GUIDES

VICMAP ADMIN - LOCALITY INCORRECT IN VICMAP - CHANGE

Version 1.0

Notification for Editing Service

Department Sustainability and Environment

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www.dse.vic.gov.au/NES

Background:

The Registrar of Geographic Names now prefers NES to be used as the means of proposing new Localities or changes to existing Locality boundaries as well as the notifying of errors in the Vicmap database.

There are two types of Locality Changes available to the NES User. They are:

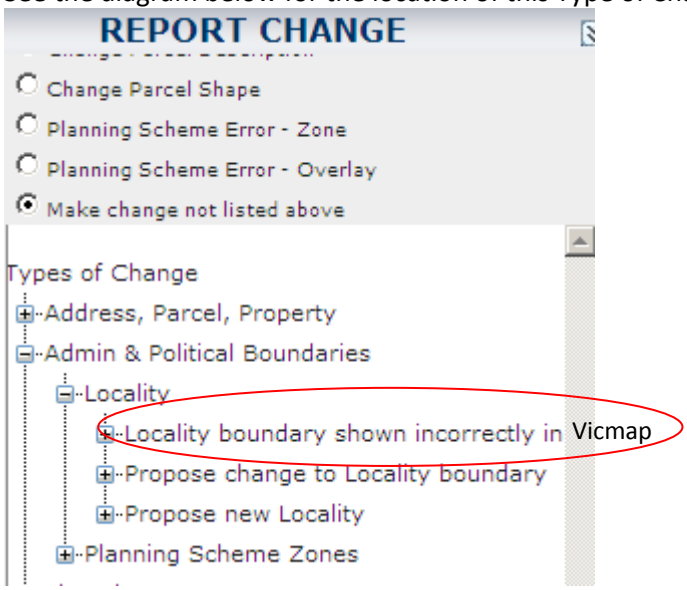
Type A - 'Propose Change/New Locality Name' : To be used when the Change Request requires changing a Gazetted Locality name or Proposing a New Locality. This document refers to this Type of Change.

and

Type B - 'Locality boundary shown incorrectly in Vicmap': To be used when an error has been detected in a locality in the Vicmap Admin – Locality dataset and the user simply wishes to have the error corrected.

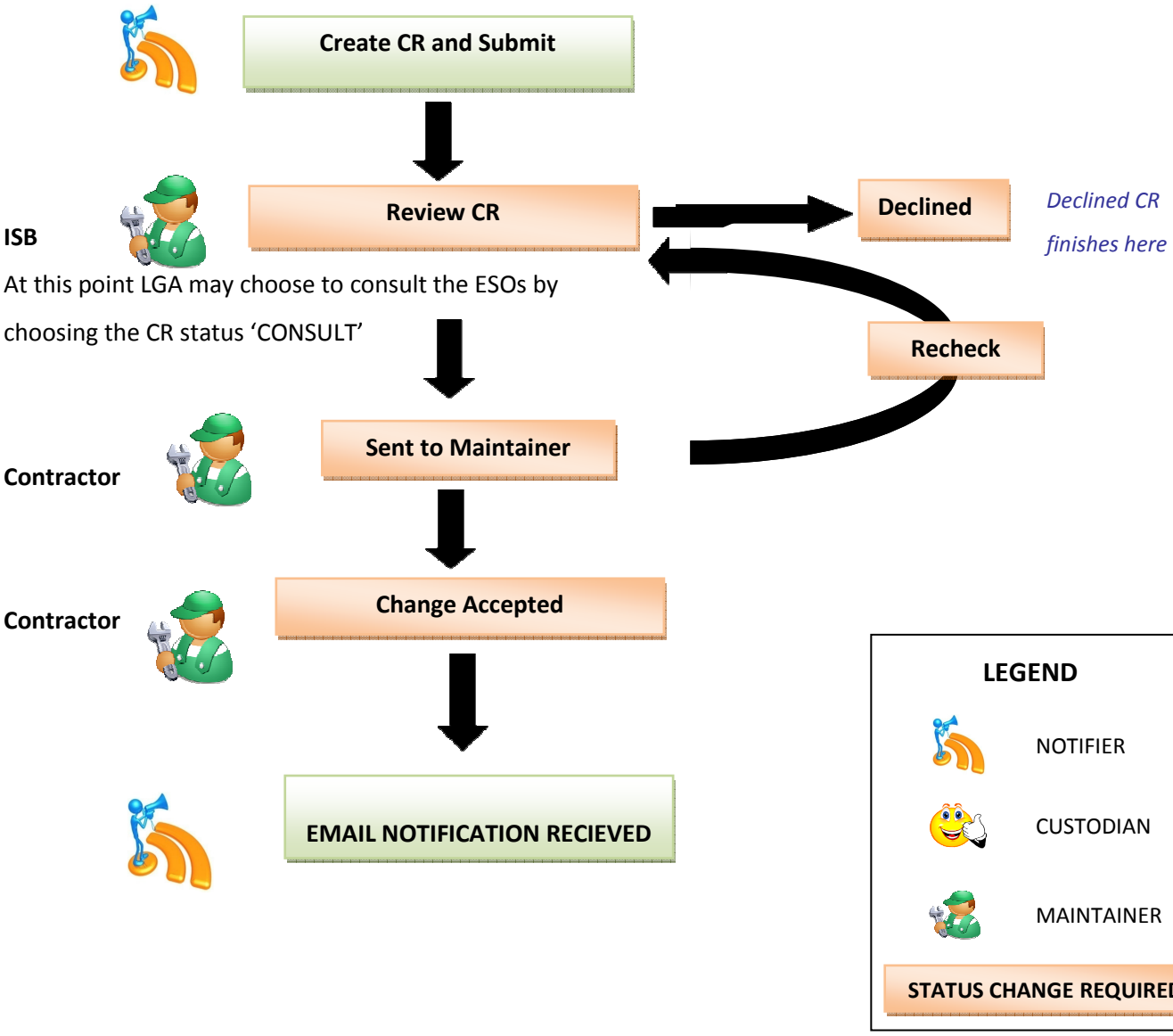
This document refers to the **Type B - 'Locality boundary shown incorrectly in Vicmap'** change.

See the diagram below for the location of this Type of Change.



PROPOSE CHANGE/NEW LOCALITY - PROCESS GUIDELINES

Release 1 – Required Practice



Notifier : Generates a CR

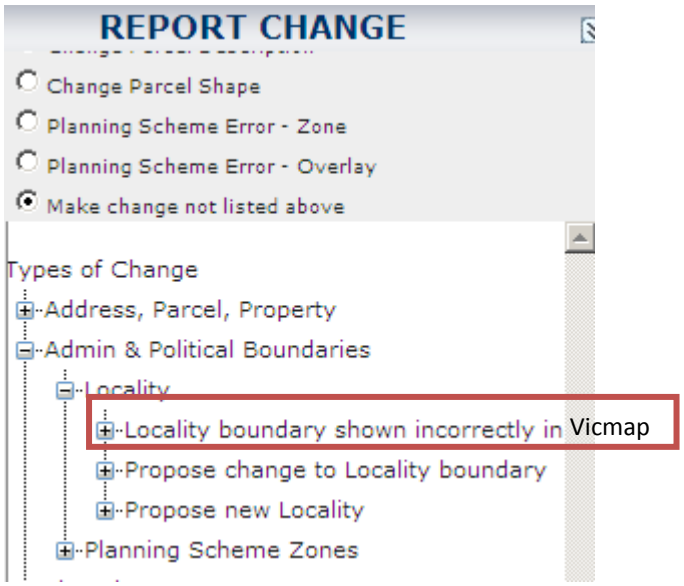
A NES user within any organisation wishes to propose a correction to a Vicmap Admin -locality boundary via NES. Acts as Notifier.

1. **Report a Change in the Easy Editor**

   - Select ***Change Request*** Menu Item , then ***Select Easy Editor***.

   For detail on using the Easy Editor – Refer to the ***NES User Manual*** chapter on the Easy Editor.

   - **Step 1 :** Select Type of Change



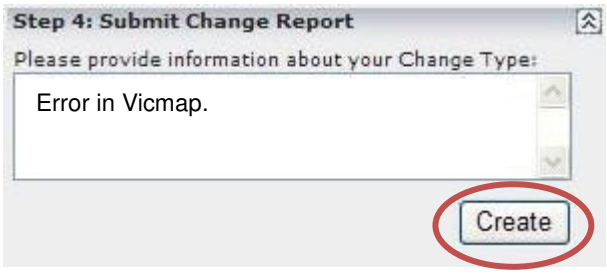
   - **Step 2:** Go to the Location of the CR

   - *Search for the area by any of the search methods available.*
   - *In this example the Lot and Plan of the incorrect parcel information has been used.*
   - *Select on the search result*
   - *A Pin Point will be placed on the map at the location of the selected search result.*

- **Step 3:** Draw the Redlines required to depict the Change needed.

For detail on drawing redlines – Refer to the ***NES User Manual*** chapter on the Easy Editor.

- **Step 4:** Create the Change Request.



2. **Change Request is submitted to NES**
   - The NES user/Notifier now just has to wait to for the CR to be processed
   - If more information is required to be provided – an email notification will be sent to the Notifier from NES indicating this. The Notifier would then need to re-submit the CR with further information attached.

An email notification will be sent when the Change is Accepted or Declined or if more information is required. At any time, Notifier can log onto the Dashboard and see the current progress (status) of the CR.

End of the Notifier Process.

ISB Maintenance : Review and Action CR

ISB Vicmap maintenance - logs onto NES and finds any New Change Requests with status Submitted. ISB Vicmap maintenance will Review and Action this Change Request.

1. Select the CR

- Select the CR record from the dashboard.
- View the Details of the CR

2. Set Status of CR – Under Review

- Select the Edit Details Button

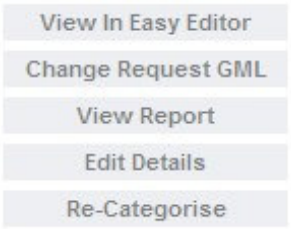
- Select the Status to "Under Review"

- *This will update the CR status on the Notifiers dashboard, informing them that ISB Maintenance is reviewing the CR.*

- Add a comment to the CR if required.

3. Review Locality CR

- Review the CR in the Easy Editor



- Determine if CR is valid and requires action or if CR does not require any action.

  Determine if the Locality belongs to the LGA and re-direct if not.

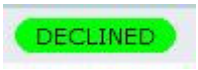
  Options for ISB Vicmap Maintenance are:

  a. **No Action Required** - CR is declined.

     a. Enter a COMMENT explaining why you have declined the CR.

     b. Set Status = DECLINED

- *This will update the CR status on the Notifiers dashboard, and generate an email to Notifier informing them the CR has been **DECLINED.***



  b. **Action Required** - Continue with remaining steps in this process.

4. **Information Services Branch (ISB) Vicmap maintenance 'Verifies'**

   - If ISB maintainers are happy for the Locality Change CR to proceed they set the CR to 'Send to Maintainer'.

5. **Information Services Branch (ISB) sends the CR to the Property Maintenance Contractor.**

   - Set Status = Send to Maintainer

End of ISB Maintenance Review and Action

Maintainer : Processes CR

1. **CR Containing the Locality change received**
   - Maintainer opens the CR on the dashboard and downloads the attached information.

2. **Corresponding data is amended**

   Set Status = CHANGE ACCEPTED.

3. **The CR is now closed.**

End of Maintainer Process.